



CAREER EXECUTIVE ASSIGNMENT

EXAMINATION ANNOUNCEMENT

ISSUE DATE: February 14, 2008

POSITION TITLE: Project Executive, Financial Information System for California, CEA Level 5

POSITION DESCRIPTION Under the general direction of the FI\$Cal Project Steering Committee, the FI\$Cal Project Executive (CEA 5) has leadership and policy responsibility for the Financial Information System for California (FI\$Cal) Project. The FI\$Cal Project is a collaborative partnership between the Department of Finance, the State Controller's Office, the State Treasurer's Office and the Department of General Services to replace California's aging financial management systems and improve business processes by implementing a statewide integrated financial and administrative management system utilizing Enterprise Resource Planning (ERP) software.

The FI\$Cal Project Executive advises and consults with the FI\$Cal Steering Committee, statewide project governance organizations, state departments and agencies and provides statewide leadership and direction for the Project. The FI\$Cal Project Executive also represents the Project in meetings and hearings with the Legislature, the Governor's Office, department and steering committee meetings and problem solving sessions, and serves as the central point of external communication for the FI\$Cal Project.

MINIMUM QUALIFICATION

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

And

Must meet the general minimum qualifications for the CEA category, including the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive

**MINIMUM
QUALIFICATION
(CONTINUED)**

Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity (EEO) Program objectives and the Manager's role in the EEO Program, and the processes available to meet equal employment opportunity.

2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the confidence and support of the top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and, promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other governmental settings, or in a private organization) and/or information technology projects:

CEA Level 1 or civil service equivalent—Supervisory, administrative and leadership experience in a line or staff activity, including the execution and/or evaluation of program policies or information technology projects.

CEA Levels 2 and 3 or civil service equivalent—Broad administrative, program manager and leadership experience with substantial participation in the formulation, operation, and/or evaluation of program policies or information technology projects.

CEA Levels 4 and 5 or civil service equivalent—Extensive managerial, leadership and program administrative experience which has included substantial responsibility for a combination of management function such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management.

**DESIRABLE
KNOWLEDGE AND
ABILITIES**

In addition, to evaluating each candidate's relative ability to perform leadership and policy influencing functions effectively, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Applicants must demonstrate the ability to perform leadership and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- Have held a management and leadership position in a program, business transformation effort or information technology project of significant size, complexity and sensitivity.
- An understanding of the scope and approach of the FI\$Cal Project
- Broad administrative and program expertise in one of the major business functional areas within the project scope

**DESIRABLE
KNOWLEDGE AND
ABILITIES
(CONTINUED)**

- Demonstrated management, leadership and mentoring capabilities
- Technical knowledge of and management level expertise in the state's governance structure
- Demonstrated negotiating skills
- Understanding of business transformation and associated challenges
- Work effectively under intense pressure
- Develop and maintain cooperative working relationships with all those contacted through the course of work
- An understanding of the FI\$Cal Project vision, organization, goals and objectives
- Strong oral and written communication skills
- Legislative testimony/program advocacy

**DESIRABLE
LEADERSHIP
QUALITIES**

In executing these duties and responsibilities, the Project Executive must demonstrate well-developed leadership qualities. These qualities can be summarized as follows:

- Model The Way—Set the example, show commitment
- Inspire A Shared Vision—Convey direction and strategy
- Challenge The Process—Effectively interact, negotiate and effectuate change
- Enable Others To Act—Delegate, mentor and drive team to excellence
- Encourage The Heart—Inspire trust and understanding through caring about individuals

**PERSONAL
QUALIFICATIONS**

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the essential duties of the class

**EXAMINATION
INFORMATION**

A minimum rating of 70 percent must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Project Executive, Financial Information System for California, CEA Level 5** and may be used to fill subsequent vacancies for this position for a period of up to 12 months.

**FILING
INSTRUCTIONS**

Interested applicants are required to submit:

- An “**Examination and/or Employment Application**” (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, period of employment, list of degrees and certificates obtained with dates received, and education relevant to the Minimum Qualifications listed above.
- A “**Statement of Qualifications**” with specific information and examples of how your background meets the Minimum Qualifications, Desirable Qualifications, and Desirable Characteristics. Further, the Statement should present a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing. Statements must be prepared in

**FILING
INSTRUCTIONS
(CONTINUED)**

narrative format typed to facilitate easy reading, and not exceed four pages in length with a font size no smaller than 12 point. Resumes do not take the place of the Statement of Qualifications.

**APPLICANTS WHO FAIL TO SUBMIT THE STATEMENT OF QUALIFICATIONS
WILL BE ELIMINATED FROM THIS EXAMINATION PROCESS.**

All applications will be accepted until the position is filled. Facsimile of applications will not be accepted.

The application, Statement of Qualifications, and resume must be submitted to:

CALIFORNIA DEPARTMENT OF FINANCE
Selection Services Unit
915 L Street, 6th Floor
Sacramento, CA 95814
Attention: Liz Sullivan, Exam Analyst | (916) 445-3368, ext. 3086 |
liz.sullivan@dof.ca.gov

For questions contact: FI\$Cal Project - Executive Recruitment and Appointments, Ann Chehak (916) 445-8918 ann.chehak@dof.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the minimum qualifications stated in this bulletin, you may apply to take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligibility list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Finance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

*TDD is Telecommunication Device for the Deaf and is accessible only by phones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922 Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>

Position is pending control agency approval.